


Form Purpose:

The Building Administrator Beginning-of-Year Conference Form is an evaluator-initiated form to be used by evaluators to schedule the Beginning-of-Year Conference during the Building Administrator Evaluation process. No data entry is required on this form.

Form Design:



Rhode Island Department of Elementary and Secondary Education


Building Administrator Beginning-of-Year Conference

ATTENTION EVALUATORS: Do not "Save" or "Submit" this form. No data entry is required on this form. After reviewing the guidance below, simply close this window/tab and return to the Process View to "Schedule" the conference. Once you have scheduled the form, you may "Finalize" it from the Process View using the thumbs-up icon.

No data entry is required on this form. This form exists within EPSS for your evaluator to use for scheduling purposes. The guidance below is taken from Appendix 1 in the *RI Model Building Administrator Evaluation and Support System Guidebook - Edition II* ([click to launch](#)).

Beginning-Of-Year Conference Guidance

Objectives: 1. Set the appropriate tone for the year 2. Review and approve the building administrator's draft Student Learning Objectives and Professional Growth Plan.	
Pre-work:	
The building administrator should: <input type="checkbox"/> Draft a Professional Growth Plan. <input type="checkbox"/> Draft at least two Student Learning Objectives. <input type="checkbox"/> Ensure that your evaluator has access to the items above at an agreed upon time prior to the conference.	The evaluator should: <input type="checkbox"/> Review the building administrator's prior evaluation data if applicable. <input type="checkbox"/> Review the building administrator's Professional Growth Plan. <input type="checkbox"/> Review the building administrator's Student Learning Objectives and any relevant student learning data (and assessment, if applicable).
Conversation Agenda:	
Introduction and Overview <ul style="list-style-type: none"> ▪ Review conference objectives 	
Discuss Professional Growth Plan <ul style="list-style-type: none"> ▪ Discuss the rationale for the Professional Growth Plan ▪ Consider how to support this plan and how it builds off of and integrates the work from the prior year 	
Discuss Student Learning Objectives <ul style="list-style-type: none"> ▪ Review and discuss the relevant student learning data and Student Learning Objectives 	
Closing and Follow-up <ul style="list-style-type: none"> ▪ Review any specific follow-up that you identified during the conversation ▪ If appropriate, discuss upcoming announced school site visit 	
Follow-up:	
<input type="checkbox"/> If any changes needed to be made to the Professional Growth Plan, those changes should be made by the building administrator and the revised plan returned to the evaluator in an agreed upon timeframe. We suggest within 2 school days for approval. <input type="checkbox"/> If any changes needed to be made to the Student Learning Objectives, those changes should be made by the building administrator and the revised forms returned to the evaluator, ideally within two school days for approval. The evaluator should review them immediately and approve the changes if they are acceptable .	

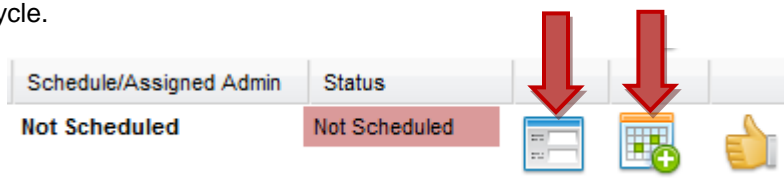
 Print

Process Overview

1. Locate the Form in the Process View

Located on the “My Caseload” tab of the evaluator dashboard, the **Process View** is the primary means for an evaluator to participate in the evaluation cycles of those educators he/she is responsible for.

After highlighting the target educator in the top portion of the Process View, you will see his/her **Evaluation Profile** in the bottom portion of the Process View. This area is used to schedule, complete, finalize, and monitor the forms comprising an educator’s evaluation cycle.



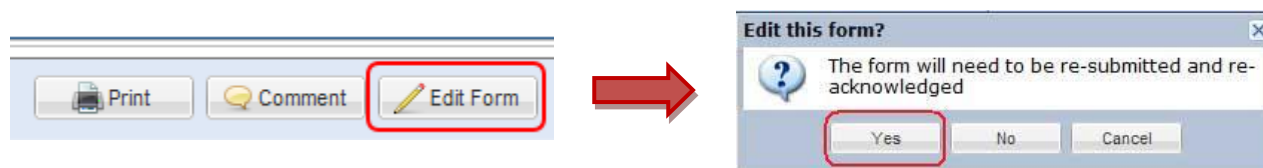
2. Schedule the Form

After expanding the appropriate observation component (e.g. “Beginning of Year: Building Administrator”), click the form’s corresponding Schedule Form (calendar) icon. This presents a pop-up window asking for date, time, and location. If delegating to another evaluator, select his/her name using the “Administrator” field.

Note: The Building Administrator Beginning-of-Year Conference form does not require any data entry. As such, there is no need to “Complete” this form. However, if you wish to view the form in order to read its guidance prior to scheduling, you may do so using the Complete Form icon adjacent to the Schedule Form (calendar) icon. After viewing the form, simply close the form’s tab/window to return to the Process View where you can schedule the conference. There is no need to **Save** or **Submit** this form.

3. Complete the Form

Note: As stated above, the Building Administrator Beginning-of-Year Conference “form” is a form in name only and does not require any data entry. This means there is no need to click any of the buttons at the bottom of this form (e.g. **Save** or **Submit**). If you accidentally **Save** or **Submit** this form, this is not a problem. However, if you do so before scheduling the form, the Schedule Form icon in the Process View will become greyed out and unavailable. To fix this, view the form again and click the **Edit Form** button at the bottom of the form. When asked to confirm, click **Yes**. Finally, close the form’s tab/window. You can now schedule the form.



4. Form Acknowledgement

As per Form Settings, this form does not require acknowledgement by the Evaluatee.

5. Finalize the Form

The Finalize Element function is found in the **Evaluation Profile** of the **Process View**.

1. From the user's **Evaluation Profile**, expand components to locate the form in question.
2. Click the Finalize (thumbs up) icon to the right of the Schedule icon.
3. Select:



- "Finalize the element" and click Submit on the pop-up window to immediately finalize the form.

OR

- "Route to Administrator" and click Submit in cases where another evaluator needs to review and finalize the form.

NOTE: Check the Notify User box, if you wish to send an email to the educator indicating that the form has been finalized or routed to another evaluator to finalize.

A screenshot of a pop-up window titled "Choose an action:". It has two radio buttons: "Finalize the element" (selected) and "Route to administrator". Below this is a "Notify User:" checkbox which is checked. Then there is an "Administrator:" dropdown menu showing "Brooks, Claire". Below that is a "Notes:" text area. At the bottom is a "Submit" button.